



8301 Valley Creek Road • Woodbury, MN 55125-3300 • [www.woodburymn.gov](http://www.woodburymn.gov)  
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## Residential Rooftop Solar PV Permit Application Checklist

Use this checklist to ensure complete submittal for Rooftop Solar PV permits.

Submit this fully completed checklist, accompanying information, and completed Residential Building Permit as one application. Note that additional information may be requested.

- [Combined Electrical & Building Permit application](#)
- Compliance with [solar energy systems ordinance](#) for applicable zoning district.
  - *Any deviation from the required standards of the ordinance may be permitted through an interim conditional use permit in accordance with [section 24-407](#)*
- Electrical diagram showing PV array configuration, wiring system, overcurrent protection, inverter, disconnects, required signs, and AC connection to building.
- Specification sheets and installation manuals for all manufactured components including, but not limited to, PV modules, inverter(s), combiner box, disconnects, and mounting system.

### Application Submittal:

The permit application may be submitted for review by way of any of the following methods:

- **On-line portal:** <https://wdby-trk.aspgov.com/etrakit/>
- **Email:** [building@woodburymn.gov](mailto:building@woodburymn.gov)
- **In-person or mail:** 8301 Valley Creek Road, Woodbury, MN 55125-3300

Complete and thorough applications for residential rooftop solar PV permits will be processed in the order received. Typical processing time is 2 – 3 weeks.

### Associated Fees:

Payment can be made with credit card over the phone (Discover, Master Card or Visa), or at City Hall with cash, check or credit card.

- **Electrical Permit Fee:** Current fees can be found [here](#).
- **Building and State Surcharge Fees:** Are based on the total value of all work. Value includes, but is not limited to, **all** construction work, including labor and materials, roofing, electrical, mechanical systems, structural, and all other costs related to the project. Current building and State Surcharge fees can be found [here](#).